



Meeting Date	July 9, 2008	Time	10:30 – 12:00
Location	SSMC2 Room 18246 Conference Call 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Tom Bezila	Finance Office	Y	
Kathy Dillehay	Finance Office	Y	
Brenda Hernandez	NMFS	Y	
Tiyo Fonte	NMFS	Y	
Herbert Callands	NWS	Y	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	N	
Bruce Jackson	AGO	N	
Paul Johnson	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	N	
Malcolm Orr	OGC	N	
Thomas Santymire	Budget Office	N	
Angela Chu	Budget Office	Y	
Valda Ferrell-Evans	CMFD	N	Harriet Gibson
Zoraida Vasquez	BIS	Y	
FMC/Guest Name	Organization		E-mail
Sheryl Reddix	NMFS	N	
Helen Brandling-Bennett	NMFS	Y	
Debra Lucas	OAR	Y	
Sue Synder	OAR	Y	
NiKonda Surrent	NESDIS	N	
Sue Bracey	NWS	N	
Brian Crawley	NWS	Y	
Rhonda Stewart	NWS	N	

Amy Yu	CAO	N	
Lillian O'Dell	NWS	N	
Sylvia Scott	OAR	Y	
Dinara Holmes	OAR	Y	
Cherraceita Taylor	OAR	Y	
Debra Pickerign	CAO	Y	

Agenda:

1. Repository for Reimbursable Agreements -- Herb Callands
2. Reimbursable Business Area – Cindy Rich
3. Cost Overruns – Kathy Dillehay
4. Unmatched Cost Report – Mark St. Clair and Kathy Dillehay
5. SOPs for TWAs – Cindy Rich

The next meeting will be:	Wed., Aug. 13, 2008 10:30 – 12:00
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1. Repository for Reimbursable Agreements -- Herb Callands

Herb Callands reviewed the Line Office Central Reimbursable Repository Requirements for OAR, NESDIS, and NMFS. Herb said NWS would go along with the group's decisions for the Repository.

It was suggested that the LOs use the systems they now have and put in place standardized requirements which would be the responsibility of each LO. For example, each LO would be responsible for providing copies of agreements to other LOs, when requested. These standardized requirements will provide common links among the various LO systems if, in the future, the LO's decide to have one system. Herb agreed to poll all the LOs for their requirements, consolidate the responses and provide the information at the next RWG meeting.

Dinara Holmes said that OAR is developing a tracking system for reimbursable agreements which should be ready by October 1. OAR representatives agreed to demonstrate the system to the RWG when it is ready.

2. Reimbursable Business Area – Cindy Rich

Cindy discussed the future implementation of the Reimbursable Business Area in Discoverer. She asked the LOs to think about the data they would like to see, e.g., specific data they need, canned queries, FMC queries, RADG2s. Cindy asked the LO's to send their data requirements to her over the next couple of months.

3. Cost Overruns – Kathy Dillehay

Kathy thanked everyone for their support processing the SLT's. Kathy commented that 2527 is the correct object class, not 2526, to be used on the SLT's for prior year adjustments. For current years use the detail object classes.

Lois thanked everyone for their effort in clearing overruns and noted that spreadsheets of overruns, including undelivered orders, as of June 30, 2008, would be provided to the CFO for possible follow-up. The Finance Office will continue to monitor overruns and work with the LOs to clear them.

4. Unmatched Cost Report – Mark St. Clair and Kathy Dillehay

Mark told the RWG they can use the overrun list sent to them and compare with the QR68 report. Mark said when reviewing the Overrun List with the QR68 report there are some issues, projects that agree with the overrun list, projects on the overrun list but different dollar amounts, and projects that are not on the overrun list. The projects that have dollar differences and projects not on the overrun list have conversion issues, GJ's went in incorrectly, transaction problems, software bugs, etc.

5. SOPs for TWAs – Cindy Rich

Cindy started the review of the Draft SOPs for TWA's. Some of the wording was changed to make the procedures clearer. The RWG group will complete the review of the Draft SOPs over the next few months, as the RWG agenda permits.